

REC ONLY

DD/S 67-1659
20 MAR 1967

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Fitness Reports on GS-18's

Bob:

Vernon has brought to my attention Mr. Karamessines' memorandum of 20 March suggesting that the requirement for Fitness Reports for GS-18's be cancelled.

I agree that the points made by Mr. Karamessines are very solid and endorse acceptance of his proposals with a slight modification. There will be occasions when "Fitness Report time" will provide a Deputy Director with a convenient opportunity to recognize particularly outstanding performance or to bring to the attention of an officer at that level that his performance has been slipping. For this reason, it might be desirable to make the submission of Fitness Reports for GS-18's at the discretion of the Deputy Director concerned rather than cancelling the requirement entirely.


If you agree with my suggestion, we would continue to list GS-18's on the Fitness Report call-up list but we would keep no record of the return of Fitness Reports on officers of this grade. Any completed Fitness Report which we should receive would be reviewed by me and placed in the individual's OFF. However, we would not list any "missing" Fitness Report at that level on our delinquency reports.

As you know we are now in the period for preparing Fitness Reports at this level. If you agree with the proposal made above, you might wish to discuss it at the Director's morning meeting immediately. If it is agreed upon, the Deputy Directors would know of the decision and I would notify my people accordingly to assure immediate implementation. We would then initiate an appropriate change in the Fitness Report regulation.

In removing the requirement for Fitness Reports at the GS-18 level it will, of course, be understood that the responsibility of supervisors is in no way lessened to take corrective action on any serious deficiencies which may develop -- whether with regard to health, behavior, or performance.

An alternative approach would be merely to condone a perfunctory statement on the Fitness Report that performance is in every way completely satisfactory unless particular commendation or critical observation is warranted.

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Emmett D. Echols
Director of Personnel

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